

(37) **I/D**

Required when the line amount is being modified:

I = increase in the amount; or

D = decrease in the amount.

(38) **OUT-YEAR OBLIGATIONS**

Required for cross Fiscal Year Leases. Enter the dollar amount of the lease obligation to be incurred in subsequent fiscal years. Each out-year must be entered on a separate accounting line.

(39) **YRS**

Required. Enter the year that the lease is in.

(40) **PREPARED BY**

Must be signed by the person who prepares the form. Include the job title of the person preparing the form and the date on which the form is prepared.

(41) **ENTERED BY**

Must be signed by the person who enters information from the form into MMARS. Include the job title of the person performing the data entry and the date on which data entry occurs.

(42) **APPROVED BY**

Must be signed by the department head (or his/her designee). Include the job title of the person who approves the form and the date on which the form is approved.

#### Modifications

To make a modification, the following fields must be completed: DOCUMENT ID (the document ID number of the document that is being modified must be entered); LO DATE; ACTION ("M" for modify); VENDOR CODE; AND document total. The user then changes the field (s) that is (are) being modified.

On a modifying transaction, new lines may be added, the amounts on existing lines may be changed by deleting the existing line and adding a replacement line, using the same line number (the form completion instructions tell you how to increase or decrease amounts), or lines may be canceled by entering an amount that will decrease the line to zero.

If accounting code information (related to the MMARS chart of accounts) must be changed (e.g., the object code is wrong), an entry must be made to decrease the amount of the line that is being changed to zero. A new line, with the new information, must then be entered. Once an expenditure has been made, accounting information for expended amounts cannot be changed on this form. Any further changes must be made on the Expenditure Correction form.